

HQMCORGMAN

CHAPTER 15

INTELLIGENCE DIVISION

PARAGRAPH PAGE

SECTION 1: DUTIES AND RESPONSIBILITIES

MISSION AND FUNCTIONS	15100	15-3
ADMINISTRATIVE SECTION	15101	15-4

SECTION 2: SPECIAL ASSISTANT TO DIRECTOR OF INTELLIGENCE

MISSION AND FUNCTIONS	15200	15-6
---------------------------------	-------	------

SECTION 3: COUNTERINTELLIGENCE BRANCH

MISSION AND FUNCTIONS	15300	15-7
---------------------------------	-------	------

SECTION 4: INTELLIGENCE PLANS AND ESTIMATES BRANCH

MISSION AND FUNCTIONS	15400	15-8
---------------------------------	-------	------

SECTION 5: INTELLIGENCE MANAGEMENT BRANCH

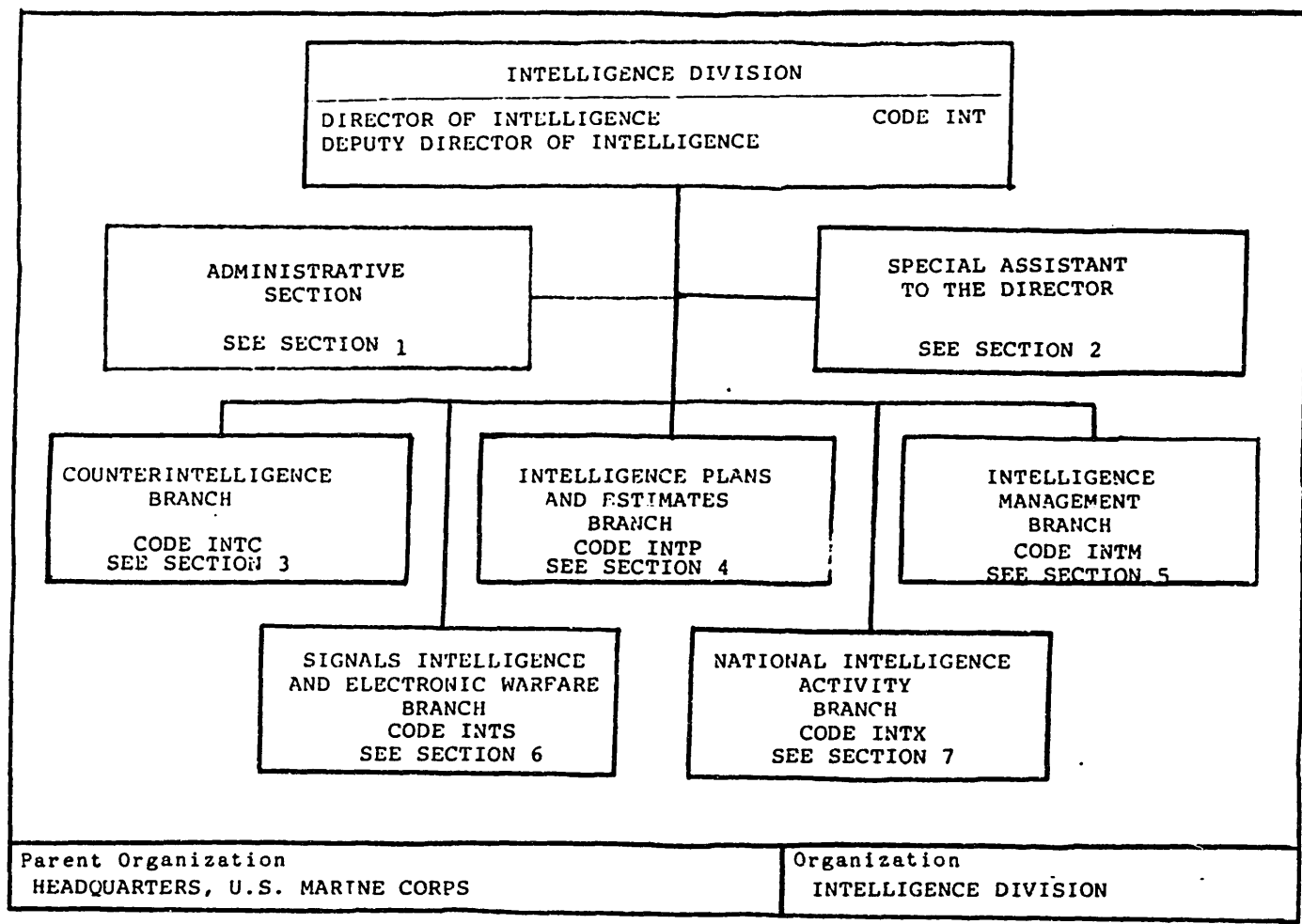
MISSION AND FUNCTIONS	15500	15-10
---------------------------------	-------	-------

SECTION 6: SIGNALS INTELLIGENCE AND ELECTRONIC
WARFARE BRANCH

MISSION AND FUNCTIONS	15600	15-12
---------------------------------	-------	-------

SECTION 7: NATIONAL INTELLIGENCE ACTIVITIES BRANCH

MISSION AND FUNCTIONS	15700	15-14
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HQMCORGMAN

CHAPTER 15

INTELLIGENCE DIVISION

SECTION 1: DUTIES AND RESPONSIBILITIES

15100. MISSIONS AND FUNCTIONS

1. Mission. The Director of Intelligence serves as the Commandant's principal intelligence staff officer and as such is the functional manager for intelligence and cryptology. Acts as Service Intelligence Chief with respect to joint intelligence matters. Participates in the formulation of policy for electronic warfare. Sponsors research, development and study projects pertaining to intelligence, cryptology, and electronic warfare (ground).

2. Functions

a. Serves as Marine Corps point of contact for outside agencies on matters pertaining to intelligence, counterintelligence, terrorism, classified information, security review and cryptology.

b. Serves as the designated Special Security Officer (SSO) and exercises staff responsibility for SSO matters within the Marine Corps.

c. Administers the Special Activities Office (SAO) for HQMC.

d. Serves as Marine Corps point of contact for the Peacetime Reconnaissance Program.

e. Serves as a member of the National Foreign Intelligence Board, National Foreign Intelligence Council and the Military Intelligence Board.

f. Monitors and provides focal point for Marine Corps participation in the Defense Attache System (DAS).

g. Exercises staff responsibility for Marine Corps participation in DoN cryptologic activities.

h. Provides for analysis and dissemination of pertinent finished intelligence to the CMC and the HQMC staff.

i. Discharges Marine Corps responsibilities in connection with intelligence estimates, plans, reports and studies.

j. Reviews, analyzes and coordinates joint papers which are within the cognizance of the division and recommends positions, as required, for approval and use by the Operations Deputy and the CMC.

k. Develops, in coordination with appropriate Headquarters staff agencies, plans, programs, policies, operational concepts, doctrine and techniques in the fields of intelligence, counterintelligence, cryptology/signals intelligence.

l. Participates in the development, with appropriate Headquarters staff agencies, of plans, programs, policies, operational concepts, doctrine and techniques in the field of electronic warfare.

m. Formulates, in coordination with appropriate Headquarters staff agencies, research, development and studies requirements in the fields of intelligence, counterintelligence, cryptology/signals intelligence and electronic warfare. Sponsors and monitors programs on projects in response to those requirements.

n. In coordination with the C4SysDiv (Code CCT), exercises staff responsibility for communication security monitoring.

o. Formulates and refines the Marine Corps Intelligence Career Development Program and Cryptologic Career Development Program in coordination with appropriate Headquarters staff agencies.

p. Provides MOS sponsor for intelligence and cryptologic MOS's. Formulates, in coordination with appropriate Headquarters staff agencies, manpower and training requirements related thereto.

q. Manages the Marine Corps STET Intelligence Program and coordinates the intelligence debriefing aspects of returned prisoners of war, and Marines held hostage in foreign countries.

r. Manages Marine Corps Personnel Security Program.

s. Exercises staff responsibility for liaison with foreign military attaches.

t. Exercises staff responsibility for liaison with foreign military services.

u. Maintains, achieves, or improves required operational capabilities in areas of cognizance and serves as the Acquisition Sponsor, in close coordination with DC/S PP&O and DC/S Avn as appropriate for all material systems and equipment intended to achieve such objectives; initiates, directs, and monitors actions to satisfy approved requirements (including application of new technology to improve current capabilities) for all systems required for intelligence collections and processing, including reconnaissance and surveillance (less equipments specifically for target acquisition) systems involving ground processing of products from aerial reconnaissance and airborne hand held aerial observation equipment; and signals intelligence and ground electronic warfare systems and components.

v. Provides to DC/S R&P, projections in areas of assigned cognizance for systems requirements (including gross cost estimates, when possible), for development and acquisition beyond the FYDP period as input for the Extended Planning Annexes (EPA's) required by DoD, and to facilitate the determination of priorities and estimated resources/needs within the Marine Corps program.

w. Manages the Marine Corps Tactical Exploitation of National Capabilities (TENCAP) Program.

15101. ADMINISTRATIVE SECTION

1. Coordinates and prepares correspondence involving action by two or more branches of the division.

2. Coordinates the division's annual appraisal, review, comment, submission and reclama on pertinent programming and budgeting documents.

3. Maintains liaison with foreign military attaches, and submits recommendations to CMC concerning attendance at functions hosted by representatives of foreign governments.

4. Coordinates and provides information concerning foreign travel restrictions imposed by special security access or other intelligence implications.

5. Furnishes clerical assistance to the division; routes and distributes correspondence and classified material for the division; and maintains a control system for all action papers.

6. Maintains division files and publications and operates an intelligence library.
7. Prepares security watch lists, instructs personnel assigned to duty watches; provide for security of the division in those areas not assigned to branches; and recommends security improvements.
8. Budgets and maintains records for departmental TDY funds and office equipment and supplies.
9. Arranges for reproduction services, training aids assistance, drafting and artwork for the division.

HQMCORGMAN

CHAPTER 15

INTELLIGENCE DIVISION

SECTION 2: SPECIAL ASSISTANT TO THE DIRECTOR OF INTELLIGENCE

15200. MISSION AND FUNCTIONS

1. Mission. To provide technical and professional advice, judgment, guidance, and recommendations necessary to assist the Director in effective prosecution of his responsibilities as the principal intelligence, counterintelligence, and signals intelligence officer of the Marine Corps. Particular emphasis is placed on the exploitation, coordination, and integration of those national intelligence programs which impact on the Marine Corps.

2. Functions

a. Coordinates division actions in support of the National Foreign Intelligence Board (NFIB), the National Foreign Intelligence Council (NFIC) and the Military Intelligence Board (MIB).

b. Maintains liaison with the national intelligence community and other government agencies with overall responsibility for ensuring appropriate and effective integration of national and Marine Corps intelligence programs and capabilities.

c. Represents the CMC and/or Director on national intelligence community and interagency boards, committees, and working groups on matters involving interdepartmental intelligence planning, policy, and management actions.

d. Serves as the principal assistant to the Director and acts as Marine Corps and division coordinator for those national intelligence programs which affect Marine Corps capabilities and which transcend the cognizance of any single branch of the division.

e. Advises the Director on organizational and operational procedures which will most effectively and economically support the Director in the accomplishment of the Marine Corps intelligence mission.

f. Exercises primary responsibility for preparation of multidisciplinary intelligence architectures and Marine Corps intelligence planning and management documents.

g. Coordinates intelligence aspects of the Marine Corps Five Year Study Plan.

h. Provides focal point and staff supervision for certain sensitive intelligence programs.

i. Serves as Head, National Intelligence Activities Branch (INTX).

j. Performs other functions as directed.

HQMCORGMAN

CHAPTER 15

INTELLIGENCE DIVISION

SECTION 3: COUNTERINTELLIGENCE BRANCH

15300. MISSION AND FUNCTIONS

1. Mission. To discharge division responsibilities concerning counterintelligence, classified information policy and review matters, and classified special programs.

2. Functions

a. Prepares counterintelligence plans, policies and directives.

b. Formulates doctrine, missions and concepts of employment for Marine Corps counterintelligence teams and staff elements.

c. Coordinates with and advises the Defense Intelligence Agency (DIA), Defense Investigative Service (DIS), Naval Investigative Service (NIS) and other governmental agencies on counterintelligence matters concerning the Marine Corps personnel.

d. Provides representation to national level counterintelligence and security committees.

e. Advises appropriate Headquarters staff agencies on T/O and T/E requirements for Marine Corps counterintelligence elements.

f. Advises the HQMC counterintelligence MOS monitors on special requirements concerning counterintelligence personnel assignments.

g. Advises appropriate Headquarters staff agencies concerning special training requirements of Marine Corps counterintelligence personnel.

h. Reviews proposed Information Security Program directives from higher authority and prepares implementing Marine Corps directives as appropriate.

i. Conducts initial security review of Marine Corps speeches and documents prior to public release, and coordinates final security review by the Office of the Secretary of Defense (OSD) (Security Review).

j. Reviews reports of Marine Corps security violations and initiates appropriate action.

k. Reviews NIS counterintelligence investigation reports affecting the Marine Corps and initiates appropriate action.

l. Receives, coordinates and prepares replies to requests from foreign governments for classified and unclassified information and visits.

m. Exercises staff responsibility for Human Intelligence (HUMINT) and certain classified programs.

n. Manages certain counterintelligence aspects of the Marine Corps program for the repatriation of prisoners of war, and coordinates the intelligence debriefing aspects of returned Marine Corps prisoners of war and Marines held hostage in foreign countries.

o. Coordinates with all pertinent government agencies/services on matters pertaining to terrorism and provides representation to national level conferences/committees on terrorism.

HQMCORGMAN

CHAPTER 15

INTELLIGENCE DIVISION

SECTION 4: INTELLIGENCE PLANS AND ESTIMATES BRANCH

15400. MISSION AND FUNCTIONS

1. Mission. To discharge division responsibilities concerning intelligence estimates, joint matters, analysis of information and dissemination of finished intelligence within HQMC.

2. Functions

a. Conducts liaison with DIA, CIA, and other national and departmental intelligence services in matters pertaining to current intelligence.

b. Conducts analysis of information and provides subsequent dissemination of current finished intelligence for the CMC, principal staff officers and other designated personnel of HQMC.

c. Reviews and recommends disposition of basic intelligence documents received at HQMC from all sources.

d. Acts as focal point for current intelligence matters for HQMC.

e. Arranges current intelligence and special area briefings for the CMC, general officers, HQMC staff officers and other designated personnel.

f. Reviews and coordinates, as required, the intelligence annexes of operation plans of the Unified and Specified Commands.

g. Provides and/or reviews required estimative intelligence input to HQMC sponsored studies.

h. Develops and provides intelligence estimates as required.

i. Coordinates and collaborates on joint plans and policies to ensure Marine Corps intelligence requirements are adequately served.

j. Participates in formulation of JCS papers concerning current and estimative intelligence matters.

k. Reviews all JCS papers received to determine intelligence items, responsible for recommending positions for approval and use by the CMC at meetings of the JCS. Provides necessary staff functions for processing applicable JCS papers.

l. Submits Marine Corps position on JCS or DIA intelligence related papers requiring collaboration.

m. Performs research and prepares intelligence studies in support of Marine Corps contingency plans.

n. Acts as focal point for national systems plans.

o. Provides area intelligence analysts for the CMC.

p. Provides Defense Intelligence Order of Battle System (DIOBS) coordination with DIA and service intelligence organizations.

q. Maintains current files on "Marine Corps" of the world.

r. Staff responsibility for the production of threat assessments to support HQMC.

s. Point of contact and coordination with external agencies with regard to threat assessment.

t. Maintains liaison with Navy Foreign Material Exploitation Committee and coordinates Marine Corps matters involving Foreign Material Exploitation.

u. Provides focal point and staff supervision for certain sensitive intelligence programs.

v. Provides the division Top Secret Control Officer and custodian for classified material.

w. Coordinates decision input to CMC and C/S trip books and provides biographical and other published data thereto.

HQMCORGMAN

CHAPTER 15

INTELLIGENCE DIVISION

SECTION 5: INTELLIGENCE MANAGEMENT BRANCH

15500. MISSION AND FUNCTIONS

1. Mission. To discharge division responsibilities concerning formulation, coordination and monitoring of intelligence research and development requirements, intelligence career development and intelligence training, doctrine and techniques.

2. Functions

a. Exercises coordination of and cognizance over Marine Corps Intelligence Programs to include:

(1) Marine Corps Intelligence Career Development Program.

(a) Identification and review of intelligence billet requirements to determine their adequacy and applicability to Marine Corps needs in coordination with DC/S Mpr.

(b) Maintenance of a central registry of intelligence personnel, including those with an additional 02 MOS. This registry is used to assist other Headquarters staff agencies in the selection of qualified personnel for assignment to intelligence billets.

(c) Coordinates with DC/S Mpr in establishing criteria for assignment and voiding of MOS's in OF 02.

(d) Serves as the HQMC advisor and consultant to DC/S Mpr in matters pertaining to intelligence MOS's exclusive of those which are counterintelligence or cryptologic related.

(e) Maintains cognizance over Marine Corps requirements to provide trained intelligence personnel to agencies and commands external to the Marine Corps and in particular, the Defense Attache System.

(f) Periodically reviews all of the programs of instruction for the intelligence courses which are utilized to train Marine intelligence personnel and maintain liaison with the appropriate Marine Corps representatives at the schools.

(g) In conjunction with the DC/S Mpr attempts to identify, isolate and eliminate any intelligence peculiar problems within the Marine Corps force structure.

(h) Formalizes intelligence and language schools quota requests with DC/S Trng (Code TDE) for the budget year, and the budget year plus one, and the FYDP for submission to the DC/S R&P.

(i) Serves as the advisor to all matters pertaining to the movement, training and acquisition of interrogator-translator personnel for the Marine Corps force structure, to the DC/S Mpr.

(j) Serves as the advisor to all matters pertaining to the movement, training and acquisition of imagery - interpretation specialist personnel for the Marine Corps force structure, to the DC/S Mpr.

(2) Reviews intelligence doctrine, concepts and techniques in coordination with DC/S PP&O, DC/S R&P, and DC/S RD&S.

(3) Reviews all intelligence publications and training aids for content accuracy and pertinence in coordination with DC/S Trng and the DirHQSp.

b. Maintains responsibility for and cognizance over Marine Corps combat intelligence RDT&E requirements by:

(1) Performing functions of acquisition sponsor, as delineated in appropriate Marine Corps and Headquarters directives, for acquisition programs in the area of staff cognizance. Provide to DC/S R&P, projections in areas of assigned cognizance for systems requirements (including gross cost estimates, when possible), for development and acquisition beyond the FYDP period as input for the Extended Planning Annexes (EPA) required by DoD, and to facilitate the determination of priorities and estimated resources/needs within the Marine Corps program.

(2) Coordinating development of intelligence requirements for combat intelligence equipment.

(3) Initiating studies to document requirements for improved concepts, systems operations and management.

(4) Developing plans to satisfy current and future combat intelligence requirements including numbers, quantities, characteristics and priorities.

(5) Developing, preparing and supervising in coordination with DC/S RD&S research and development programs and projects to satisfy combat intelligence requirements.

(6) Preparing, submitting and updating budget estimates for funding of combat intelligence R&D effort.

(7) Participating in the program for continuous RDT&E liaison among the military services, defense and national agencies and industry involving exchange of information relative to requirements and current RDT&E efforts for improved combat intelligence equipment.

(8) Reviewing unsolicited proposals from industry for possible application towards satisfying combat intelligence equipment requirements.

(9) Monitoring and advising on the procurement of combat intelligence equipment.

(10) Coordinates the division's annual appraisal, review, comment, submission and reclama on pertinent programming and budgeting document.

c. Provides staff representation on various study/advisory groups, panels and committees.

d. Reviews and recommends changes to doctrinal publications and various requirements documents.

e. Monitors the development of airborne intelligence collection readout, processing and interpretation systems.

f. Exercises staff responsibility over and monitors development of tactical imagery processing and interpretation procedures and equipment.

g. Exercises staff responsibility over and monitors developments in the area of automated intelligence.

h. Executes staff responsibility for intelligence matters pertaining to mapping, charting, and geodesy.

i. Exercises staff responsibility for overt HUMINT program.

HQMCORGMAN

CHAPTER 15

INTELLIGENCE DIVISION

SECTION 6: SIGNALS INTELLIGENCE AND ELECTRONIC WARFARE BRANCH

15600. MISSION AND FUNCTIONS

1. Mission.--To execute division responsibilities concerning signals intelligence, electronic warfare, communications security, special security matters, and the management of Marine Corps participation in DoN cryptologic activities.

2. Functions

a. Participates in formulation of JCS papers and other joint staff actions concerning cryptology/signals intelligence, electronic warfare matters, and the Consolidated Cryptologic Program.

b. Participates in the evaluating of joint plans and policies, including cryptologic, signals intelligence support plans of the National Security Agency/Central Security Service and Naval Security Group Command, to ensure Marine Corps cryptological/signals intelligence and ground electronic warfare requirements are adequately served.

c. Coordinates and collaborates as appropriate with Headquarter staff agencies, other commands, and offices of the Navy Department, in the preparation of policy, doctrine, programs, mission, concept of employment and operational objectives in support of Marine Corps cryptologic/signals intelligence and ground electronic warfare activities.

d. Coordinates with the service cryptologic elements of the Army and Air Force, the National Security Agency/Central Security Service and other DoD agencies on Marine Corps direct support cryptologic/signals intelligence matters.

e. Develops plans for current and future cryptologic/signals intelligence and assists in the development of plans for current and future ground electronic warfare resources including quantities, characteristics and priorities of needs to fulfill Marine Corps requirements.

f. Coordinates with the Naval Security Group Command to ensure the provision of appropriate support and technical guidance of cryptologic/signals intelligence activities of FMF Radio Battalions.

g. Develops and formulates and under the management DC/S RD&S serves as the focal point on research and development programs and projects to meet cryptologic/signals intelligence and ground electronic warfare requirements of the Marine Corps.

h. Monitors and participates when necessary, in the program for continuous RDT&E liaison between the military services, defense and national agencies and industry involving exchange of information relative to current RDT&E efforts for improvement of tactical cryptologic/signals intelligence and electronic warfare equipment.

i. Develops and evaluates studies concerning cryptologic/signals intelligence and electronic concepts, systems, operations and management in coordination with Headquarters staff agencies and offices of the Navy Department and National Security Agency/Central Security Services as appropriate.

j. Functions as the cryptologic/signals intelligence MOS specialist. Coordinates with and assists the DC/S Mpr (Code MM), as appropriate, in the procurement, classification and assignment of Marine Corps cryptologic/signals intelligence and electronic warfare personnel.

k. Determines cryptologic training requirements and, in coordination with the DC/S Trng, DC/S Mpr (Code MM) and appropriate services and DoD agencies, monitors the programming and execution of training of Marine Corps personnel in response to these requirements.

l. Manages in coordination with the DC/S Trng and the DC/S Mpr (Code MM) as appropriate, the cryptologic/signals intelligence career program of the Marine Corps to include cryptologic/signals intelligence subspecialty programs for officers.

m. Monitors in coordination with the DC/S Mpr (Codes MP and MM) Marine Corps cryptologic/signals intelligence manpower utilization. Validates and recommends approval for programming, as appropriate, requests for changes to authorized cryptologic/signals intelligence and ground electronic warfare manpower ceilings. Assists the DC/S Mpr (Code MP) and the DC/S I&L as appropriate, in the implementation of changes to approved T/O's and T/E's for Marine Corps cryptologic/signals intelligence and electronic warfare organizations.

n. Formulates the Marine Corps portion of the Consolidated Cryptologic Program for inclusion in the DoN program submission. Acts as primary action office for DC/S R&P during the submission and review cycle and coordinates implementation of approved Marine Corps cryptologic/signals intelligence programs.

o. Assists the FDMC in formulating, justifying and defending the budget for Marine Corps cryptologic/signals intelligence activities.

p. Exercises staff responsibility for communications security monitoring matters.

q. Manages the Headquarters Marine Corps Special Security Office, the Defense Special Security Communications System/Special Intelligence Communications (DSSCS) (SPINTCOMM) terminal facility, and the special intelligence courier service for the Headquarters. Serves as the office of record and repository for special intelligence material required by the Headquarters staff agencies.

r. Coordinates with the Intelligence Plans and Estimates Branch on certain Special Activities Office/Special Intelligence (SAO/SI) administrative matters.

s. Reviews, validates, and recommends for approval all Marine Corps billets for special intelligence access.

t. Reviews and recommends appropriate action on matters involving the physical security of special intelligence.

u. Operates and maintains the HQMC office of cryptology and functions as the focal point for coordination of cryptologic/signals intelligence matters with commands, agencies and offices external to the Marine Corps.

v. Provides acquisition sponsorship for programs for signals intelligence and ground electronic warfare material. Provides to DC/S R&P, projections in areas of assigned cognizance for systems requirements (including gross cost estimates, when possible), for development and acquisition beyond the FYDP period as input for the Extended Planning Annexes (EPA's) required by DoD, and to facilitate the determination of priorities and estimated resources/needs within the Marine Corps program.

HQMCORGMAN

CHAPTER 15

INTELLIGENCE DIVISION

SECTION 7: NATIONAL INTELLIGENCE ACTIVITIES BRANCH

15700. MISSION AND FUNCTIONS

1. Mission. To execute those division responsibilities related to planning, implementation, coordination, and integration of national level intelligence plans, programs, and policies.

2. Functions

a. Manages the Marine Corps Tactical Exploitation of National Capabilities (TENCAP) Program. In the execution of the functions, the branch:

(1) Develops and implements the Marine Corps TENCAP Program (MCTP) in accordance with the direction of the TENCAP Steering Group (TSG) and the Director.

(2) Advises, assists and provides recommendations to the TSG, TENCAP Committee, TENCAP Office, other organizations, as appropriate and to the Director.

(3) Proposes TENCAP policies, goals, and strategy; evaluates progress; and recommends changes to the MCTP.

(4) Serves as the focal point and day to day manager of the MCTP.

(5) Coordinates with other appropriate TENCAP organizations to include the military services, DoD agencies, and members of the intelligence community.

(6) Performs planning, programming and budgeting functions for the MCTP.

(7) Serves as sponsor for studies under the branch's cognizance.

(8) Serves as monitor for contracts under branch cognizance and performs required functions with appropriate contracting agencies that provide support for such contracts.

(9) Plans, guides, develops and conducts TENCAP training and education and develops necessary supporting material.

b. Serves as Marine Corps action office for the Peacetime Reconnaissance Program (PARPRO).

c. Coordinates actions and provides administrative and staff support for Marine Corps actions in the National Foreign Intelligence Board (NFIB), the National Foreign Intelligence Council (NFIC) and Military Intelligence Board (MIB).

d. Coordinates division participation in the Marine Corps Five Year Study Plan.

e. Coordinates development of multidisciplinary intelligence architectures and related intelligence support plan.

f. Supports the Special Assistant to the Director.